

# OneGov Oversize/Overweight – How To Copy An Existing Permit

Link to OneGov for entering applications for a Driveway, Right-of-Way, or an Oversize/Overweight Permit.

<https://onegov.stlouiscountymn.gov/index/pw>

The main screen will look like this ....

**St. Louis County OneGov** Welcome, Guest! Log in | Sign up |

**Applications**

**Driveway Permit** Hide

Note: You must place a stake at the location of the proposed driveway. The stake must be painted white or have white marking tape at the top.

Go to: [Dashboard / List of Permits](#)

• Driveway Permit

[Start New](#)

**Oversize/Overweight Permit** Hide

[Click here to access help articles about OneGov.](#)

**Did you know?**

You can copy a previously approved Oversize/Overweight permit to reduce the data entry on your next permit.

Go to: [Dashboard / List of Permits](#)

• Single Trip Permit

[Start New](#)

**Right-Of-Way (Utility) Permit** Hide

Go to: [Dashboard / List of Permits](#)

• Right-Of-Way (Utility) Permit

[Start New](#)

**Permit Registration** Hide

Go to: [Dashboard / List of Registrations](#)

## How To Copy An Existing Single Trip Permit

1. Log into OneGov.
2. Go to the “Oversize/Overweight Permit” Section on the main screen.
3. Click on the “Dashboard/List of Permits” link.
4. The Dashboard will open. ( the Dashboard view is shown below)

**User Guides** Hide

This is where the user guide will go.

**Start new permit**

**Search / Change Filters & Fields** Hide

**Filters**

**Number** Inactive

Permit#

☐ Contains ☐ Is Filled ☐ Is Blank

**App. Status** Active

☐ Incomplete ☐ Returned ☒ Pending review ☒ Active

**Applicant** Inactive

Full Name

☐ Contains ☐ Is Filled ☐ Is Blank

**Role** Active

☒ Author ☒ Employee ☒ Public (No Login)

**Optional Fields**

☒ UID# ☒ Permit# ☐ Vehicle Make ☒ Applicant ☐ Author ☒ Date Started ☐ Date Modified ☐ Date Submitted ☐ Date Approved ☐ Date Held ☐ Date Closed ☐ Date Canceled

**Search** **View My Applications Only**

**List of Permits**

UID#	Permit#	App. Status	Applicant	Started	Amount Due
17877		Pending review	John A Doe (218) 555-3256 123 abc rd, Esako, mn 55733	05/10/2018 10:14 AM	\$22.00
17856	S2018-2150	Active	Kari A Ferkul abc (218) 555-4444	05/07/2018 1:56 PM	\$0.00

## **General Dashboard Information:**

The screen is divided into sections. Each section has a black color bar on top. The sections are;

- User Guides
- Search/Change Filters & Fields
- List of Permits

**User Guides** - this section is for locating user guides

### **Search/Change Filters & Fields**

This section is where you can choose to filter on specific items. For example, in the “App.Status” box you can select “Pending Review” and then click on the large blue “Search” button. Only your permits in the status of Pending Review, will then display in the bottom of the screen in the section called “List of Permits”.

Note: if you have filtered on an item, you will see the color bar at the top of the selection box change from orange to gray. This is a quick way to know that you won’t see everything only what you have filtered on. OneGov will save these selections, so remember to look at your filters if you are searching for something and can’t find it.

Also located in the “Search Change Filters & Fields” section is the area called “Optional Fields”. This area is NOT a filter to pull specific permits. The items checked in this section are the details from the permit that will display at the bottom of the screen, in the section called “List of Permits” (ie it is the column headers for the detail that will display).

### **List of Permits**

This section displays the results of your searches. On the far left side of each permit displayed, is a set of 3 horizontal lines. Hover over these and the word “Options” will show. Click on these lines and a pop up box will show with some options for what you can do with that permit.

5. Search using the dashboard tools for previous permits.
6. Locate the permit you would like to copy - permits entered into OneGov have the Description field available to display on the dashboard. This provides a place where specific details can be displayed to assist with finding specific truck/trailer combination, or routes that may be copied frequently. (These descriptions are entered during the permit application in step 2 Moving Details).
7. Click on the 3 horizontal lines located on the far left side of the permit you want to copy.
8. Select “Copy” from the pop up box which is now available.
9. Most fields will copy over to the new permit, modify/update as needed to complete the permit.